

Village Board Meeting Minutes
April 4, 2022
Organizational Meeting
Budget Public Hearing

The Village of Caledonia Board of Trustees held the Annual Organizational Meeting and Budget Public Hearing on Monday, April 4, 2022 at 6:00 p.m. at the Village Office.

Members Present: Mayor Scott DiLiberto, Trustee Janet Cappotelli, Dorothy Grant-Fletcher Sarah Santora, Code Enforcement Officer Mike Burnside and Police OIC Jared Passamonte.

Oath of Office: Clerk-Treasurer Ann Marie Grattan administered the Oath of Office to Mayor DiLiberto, Trustee Janet Cappotelli and Trustee Sarah Santora.

A **motion** was made by Trustee Grant-Fletcher to approve the March 1, 2022 Board Meeting Minutes; Trustee Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

Clerk-Treasurer Ann Marie Grattan read the legal notice for the 2022 Budget Public Hearing.

A **motion** was made by Trustee Santora to open the Public Hearing at 6:05 p.m.; Trustee Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

Mayor DiLiberto detailed the General, Water and Capital Budgets. The tax rate will increase from 9.2 to 9.33, a 1.88% Tax Levy increase. 0.46% is due to building permits, \$4,676 & 1.42% an additional increase to the tax levy of \$14,453. Total additional taxes is collected \$19,129. The fund balance to be used to balance the budget is \$23,326; the lowest since 2015.

General appropriations are: \$5,000 Fire Hall floor drain repair, 2 police portable radios \$9,600, a 72" V-plow for sidewalk plow \$4,500, Phase II GIS Mapping \$5,000, Business district garbage pales \$12,000 (\$5,000 pending a possible grant), \$10,000 in sidewalk repairs, \$2,000 Economic Development Façade/Sign program, \$2,500 1 park ride replacement & ADA accessible picnic table (MacKay), Recreation Program \$46,717, village cost \$29,417 after donation & Town. The Penny Carnival is back on this year. CHIPS money - \$103,529 to Capital for Church Street Project & \$107,384 Federal Stimulus and \$54,003 from Capital Reserve. The School Resource Officer will return this fall, \$47,150 school cost. Health insurance and retirement has decreased significantly with employee retirements and revamp of the Police Department w/Part-time staff.

Water rates will remain at \$30 base/\$6.60 per thousand and will be reviewed again in the summer, instead of January due to inflation. The fund balance of \$26,622 will be used to balance the Water Budget. Water appropriations are: Phase II GIS water System mapping \$5,000, \$192,390 LCWSA purchase of water, 75 new water meters \$22,500, NY Leak Detection \$4,200, State Street Water bond principal payment \$35,000, interest \$2,344.

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The Capital Budget is \$276,625; Year 2 - Church Street Road Project. A fund balance of \$30,000 will be used to balance the budget. \$54,003 will transfer from the Capital Reserve. Stimulus funds of \$107,384 will be used along with CHIPS money for a project.

The end of fiscal year fund balances will determine if the General, Capital, Water and Park Reserve are increased. The General Budget Fund balance is projected to be at 25% of the 2021 General Budget. The State of New York recommends a fund balance of between 15 & 25% of the General Budget expenditures.

Organizational Meeting:

A **motion** was made by Trustee Santora to approve Mayor DiLiberto's Appointments; Trustee Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

Appointments

A. Deputy-Mayor	Gerald O'Donoghue
B. Tax Collector	Ann Marie Grattan
C. Clerk-Treasurer	Ann Marie Grattan
D. Deputy-Clerk Treasurer	Chris Lauffer
E. Village Attorney	Edmund Russell
F. Court Clerk	Margaret Donegan
G. Police Chief	Jared Passamonte
H. Code Enforcement Officer	Michael Burnside
I. Crossing Guard	Valerie Kay
J. Recreation Chairperson	Betty McClenney
K. Recreation Director	Josh Shelton
L. Planning Board	Marge Landowski
M. Board of Appeals	Robert Middleton
N. Associate Village Justice	Kyle MacKay
O. Water & Street Working Foreman	Christopher Buckley
P. Registrar of Vital Statistics	Seth Graham
Q. Deputy Registrar of Vital Statistics	Christine Binnert

A **motion** was made by Trustee Santora to approve Mayor DiLiberto's Assignments; Trustee Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

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Assignments

A. Court Liaison	Dorothy
B. County Planning Board Liaison	Sarah
C. Police Liaison	Scott
D. Town Board Liaison	Jerry
E. Board of Appeals Liaison	Sarah
F. Planning Board Liaison	Janet
G. Recreation Liaison	Janet
H. MacKay Park Liaison	Dorothy
I. DPW Liaison	Jerry
J. Vouchers-Bills	Janet
K. Fire Commission Liaison	Jerry

A **motion** was made by Trustee Grant-Fletcher to approve the Official Newspaper, Five Star and Bank of Castile Depositories and Federal mileage reimbursement rate; Trustee Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

A **motion** was made by Trustee Santora to approve the Financial Officer to renew all CD's, payment of bonds, BANS, financial transactions and to pay vouchers such as utilities, postage, insurance, if due before next meeting.

AYE: Mayor DiLiberto, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

2022-2023 Meetings: a **motion** was made by Trustee Grant-Fletcher to approve the 2022-2023 Meeting Dates and Times; Trustee Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

A. May 3, 2022	6:30 p.m.
B. May 31, 2022	3:30 p.m. (Tuesday)
C. June 7, 2022	6:30 p.m.
D. July 5, 2022	4:00 p.m.
E. August 2, 2022	4:00 p.m.
F. September 6, 2022	6:30 p.m.
G. September 30, 2022	3:30 p.m. (Friday)
H. October 4, 2022	6:30 p.m.
I. November 1, 2022	6:30 p.m.
J. December 6, 2022	6:30 p.m.
K. January 3, 2023	6:30 p.m.
L. February 7, 2023	6:30 p.m.
M. March 7, 2023	6:30 p.m.
N. April 3, 2023	6:00 p.m.

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A **motion** was made by Trustee Santora to approve the 2022 Employee Handbook and the following Village Policies listed below; Trustee Grant-Fletcher seconded the motion.

AYE: Mayor DiLiberto, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

2022 Employee Handbook and Policies: Code of Ethics, Capital Asset Control Policy, Cellular Phone Use Policy, Credit Card Policy, Covid19 Moratorium Policy, Drug Free Workplace Policy, Fund Balance Policy, Grievance Policy, Harassment Policy, Internet Use Policy, Investigation for Fraud & Impropriety Policy, Investment Policy, Naloxone Policy (Police only), Police Reform & Reinvention Collaborative Process, Public Employer Health Emergency, Procurement Policy, Records Retention Policy, Sexual Harassment Policy, Travel & Conference Policy, Wire Transfer Policy (Clerk only) and the Workplace Protection Policy.

Recreation: Director Josh Shelton and Chair Betty McClenney presented the summer program employees. All five employees from last summer are returning this year. A **motion** was made by Trustee Cappotelli to rehire Seth Toland, Sebastian Kresque, Montgomery Kessler, Taylor Mills and Grace Walker as Recreation Leaders and Recreations Aids at \$13.20 per hour; Trustee Grant-Fletcher seconded the motion.

AYE: Mayor DiLiberto, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

Mayor DiLiberto Report – Matt Cole of CRC contacted Mayor DiLiberto to donate 2.8 acres of their land to the village. The land is landlocked therefore will stay with CRC. Numerous covid test kits are available to residents. Mayor DiLiberto and Trustee Santora will hand them out on Saturday, April 9th at Tennent Park for one hour and post it on social media. The Day of Caring will be held on May 20th. Plans continue for the Muriel Festival on July 9th.

Trustee Santora reported that the First Impressions Grant was received by Louise Wadsworth, Downtown Coordinator for Livingston County Economic Development, for the replacement garbage pales on State and Main Streets. Opening Day of Baseball/Softball will be Saturday, April 30th. The dedication of the field will take place, renaming it Tim Anderson Field at Tennent Park. Trustee Santora will work with Chris Buckley on a banner fence sign and one to go below the existing Tennent Park sign.

DPW Report - no report.

Code Enforcement Officer Mike Burnside presented the March CEO Report. Permits were issued for an addition, generator, tower antenna and deck. Inspections continue at 3356 Brown Road, 3059 Mill Street and 1 Technology Place. The CEO finished the Finger Lakes Planning Council Land Use Survey. Additional plans for 1 Technology Place, Upstate Breakers, were reviewed. A Stoney Oak property was referred to the ZBA for a garage permit not within village code. The state audit department received the files for 3356 Brown Road – a new home construction. A meeting took place at 1 Technology Place with JP Schepp, Village Engineer, Mayor DiLiberto, DPW Superintendent Chris Buckley and Rhett Clark, Planning Board Chair.

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A **motion** was made by Trustee Grant-Fletcher to accept the report; Trustee Santora seconded the motion.

AYE: Mayor DiLiberto, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

School Resource Office Mike Burnside presented the March SRO Report. There were 18 district requests for police service, 10 out-of-building assisting other agencies, one juvenile criminal case cleared and seven classroom visits. Six traffic stops resulted in five tickets issued. Assisted with an elementary student not coming to school, two home visits with the vice principal and assisted Child Protective Services with locating a student's family. Crossing Guard duties were covered for four days. There was a high school parking complaint and two complaints regarding passing a stopped school bus. Assisted a student with lost property, the principal with an escort home for a student and counselors with student issues. There was a threat to a student in the high school and an aggravated harassment of a student. A **motion** was made by Trustee Santora to accept the report; Trustee Grant-Fletcher seconded the motion.

AYE: Mayor DiLiberto, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

Police OIC Jared Passamonte presented the March Police Report. There were 85 calls for service, nine Town of Caledonia assists, four motor vehicle accidents, two mental health incidents, 19 traffic tickets issued, one use of force/resisting arrest issue and two arrests. The Police Department assisted the Livingston County Sheriff's Office with a burglary investigation and Monroe County Sheriff's Office with a motor vehicle accident in Mumford. There was a DOA on Spring Street. Several background checks were conducted for pistol permit applications. The mental health incident involved the same individual brought to Strong Memorial Hospital. The use of force issue was an intoxicated/drug mental health issue. There was a Child Protective Services referral on Leicester Street. The Tennent Park vandalism case was resolved and turned over to Family Court and the Probation Department. A **motion** as made by Trustee Santora to accept the report; Trustee Grant-Fletcher seconded the motion.

AYE: Mayor DiLiberto, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

A **motion** was made by Trustee Grant-Fletcher to accept David Richardson's letter of resignation effective March 27, 2022 from the Police Department; Trustee Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

A **motion** was made by Trustee Cappotelli to hire Brandon Goater as a part-time Police Officer at \$21.55 per hour; Trustee Santora seconded the motion.

AYE: Mayor DiLiberto, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

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A quote was received to install security cameras at Tennent Park. Table for May meeting until additional information is received.

Clerk-Treasurer Ann Marie Grattan presented the March Clerk Report. Submitted were Budget Status Reports for General, Water, Capital, CD Special Grant and Trust & Agency Funds, a list of revenues and expenditures and Water Credit Report and Financial Report. Department Supervisors received their Payroll & Contractual Reports. A **motion** was made by Trustee Grant-Fletcher to accept the report; Trustee Cappelletti seconded the motion. AYE: Mayor DiLiberto, Trustee Cappelletti, Grant-Fletcher and Santora
NAY: None

Solar Local Law amendment – tabled until May meeting.

A Resolution of the Village of Caledonia Board of Trustees for the
Establishment of a Park Reserve Fund

Trustee Santora offered the following Resolution, with Trustee Cappelletti moving for adoption,

WHEREAS, the Village of Caledonia (the “Village”) has established parks known as Tennent, Washburn, Hamilton, Mackay and Monument Parks (the “Parks”);

WHEREAS, the Village desires to fund various improvements at the Parks through a type capital reserve pursuant to General Municipal Law Section 6-c;

It is hereby resolved by the Village Board of Trustees of Caledonia in the County of Livingston and State of New York as follows:

Pursuant to Section 6-c of the General Municipal Law, as amended, there is hereby established a capital reserve fund to be known as the “Reserve Fund” (hereinafter “Reserve Fund”). The purpose of this Reserve Fund is to accumulate moneys to finance the cost of a type of capital improvement. The type of capital improvement to be financed from the Reserve Fund is the maintenance and renovation of the Parks within the Village.

The chief fiscal officer is hereby directed to deposit and secure the moneys of this Reserve Fund in the manner provided by Section 10 of the General Municipal Law. The governing board may invest the moneys in the Reserve Fund in the manner provided by Section 11 of the General Municipal Law, and consistent with the investment policy of the Village. Any interest earned or capital gains realized on the moneys so deposited or invested shall accrue to and become part of the Reserve Fund. The chief fiscal officer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance

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and a schedule of investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of the Reserve Fund.

Except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board and such additional actions or proceedings as may be required by Section 6-c of the General Municipal Law or any other law, including a permissive referendum if required by subdivision 4 of Section 6-c.

AYE: Mayor DiLiberto, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

Bills were audited and ordered paid:

Abstract #508, Water \$14,161.39

Abstract #699, General \$6,908.61 & Water \$1,304.14

Abstract #700, General \$3,138.47 & Water \$894.78

Abstract #99, Capital \$150.00

Abstract #509, Water \$674.79

Abstract #701, General \$42,619.93 & Water \$1,424.66

A **motion** was made by Trustee Grant-Fletcher to approve the bills paid; Trustee Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

A **motion** was made by Trustee Cappotelli to approve the Clerk-Treasurer's Bank Wire Transfer of \$35,000 for the State Street Water bond principal payment; Trustee Santora seconded the motion.

AYE: Mayor DiLiberto, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

Budget Public Hearing Comment Period – no members of the public attended tonight's meeting. A **motion** was made by Trustee Santora to close the Public Hearing at 7:22 p.m.; Trustee Grant-Fletcher seconded the motion.

AYE: Mayor DiLiberto, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

Trustee Cappotelli offered the following resolution with Deputy-Mayor O'Donoghue moving for adoption:

A RESOLUTION to adopt the budget for the fiscal year commencing June 1, 2022 and ending with May 31, 2023, making appropriations for the conduct of Village government and establishing rates of compensation for officers and employees for such period;

WHEREAS, this board has met at the time and place as specified in the notice of public hearing on the preliminary budget and heard all persons desiring to be heard thereon:

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RESOLVED, that the preliminary budget as set forth is hereby adopted and that several amounts stated in the column title "Adopted" in Schedule A1, Schedule F1 and Schedule H1. Salaries and Wages for 2022-2023, shall be and hereby are appropriated for the objects and purposes specified shown therein effective June 1, 2022.

AYE: Mayor DiLiberto, Trustee Cappotelli, Grant-Fletcher & Santora

NAY: None

There being no further business, a motion to adjourn was made by Trustee Grant-Fletcher at 7:25 p.m.; Trustee Cappotelli seconded the motion.

AYE: Mayor DiLiberto, Trustee Cappotelli, Grant-Fletcher and Santora

NAY: None

Ann Marie Grattan

Village Clerk-Treasurer